**MEETING MINUTES - 01**

| **Meeting/Project Name:** | ICM GROUP TASK | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 10-SEP-2020 | **Time:** | 11.00 PM |
| **Meeting Facilitator:** |  | **Location:** | DIA |

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| 1. Meeting Objective |
| Firstly, identify the individual role for each person for a specific task of the project in our first 2 - sprint. |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| **001121060** | **Scrum master, Designer** | 1000740@daffodil.ac |
| **001121092** | **Analyst** | 1000519@daffodil.ac |
| **001121096** | **Developer** | 1000857@daffodil.ac |
| **001121804** | **Tester** | 1000746@daffodil.ac |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
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| 1. Chose a specific individual role.  2. Chose and create a common platform for communication and sharing files and folders . | 25 Minutes  5 Minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
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| **Discussion 1:** Choose individual roles for group member’s.  **Discussion 2:** Choose and create a communication group from different platform’s. | **Scrum master and Designer** both role will be performed by ID 001121060  **Analyst** role will be performed by ID 001121092  **Developer** role will be performed by ID 001121096  **Tester** role will be performed by ID 1000746  Chatting group will be created. | Each person in the group will start their defined task. Daily basis they will update the scrum master. Group members can discuss their problems and progress on group chat.  Group will be created by Scrum master. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 14-Sep-2020 | **Time:** | 11.30 PM | **Location:** | DIA |
| Objective: | First 2 sprint , defined individual role and individual task and get updated about the task. | | | | | |

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**MEETING MINUTES - 02**

| **Meeting/Project Name:** | ICM GROUP TASK | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 14-Sep-2020 | **Time:** | 11.00 PM |
| **Meeting Facilitator:** |  | **Location:** | **DIA** |

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| 1. Meeting Objective |
| First 2 sprint , defined individual role and individual task and get updated about the task. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| **001121060** | **Scrum master, Designer** | 1000740@daffodil.ac |
| **001121092** | **Analyst** | 1000519@daffodil.ac |
| **001121096** | **Developer** | 1000857@daffodil.ac |
| **001121804** | **Tester** | 1000740@daffodil.ac |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Recheck and update about the previous sprint. | 10 Minutes  40 Minutes |
| 2. For next 2 sprint assign the new task. |  |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| **Discussion 1:** Discussion and check previous sprint. | Successfully completed previous 2 sprint. |  |
| **Discussion 2:** For next 2 sprint discussion on assign each member responsibility. | Each person will perform on specific necessary task to make successful these sprint. | Every team member will be performed. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 16-SEP-2020 | **Time:** | 11.00 PM | **Location:** | **Dia** |
| Objective: | Take action on deliverable task and discuss on overall project. | | | | | |

**MEETING MINUTES - 03**

| **Meeting/Project Name:** | ICM GROUP TASK | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 20-SEP-2020 | **Time:** | 11.00 PM |
| **Meeting Facilitator:** |  | **Location:** | DIA |

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| 1. Meeting Objective |
| Take action on deliverable task and discuss on overall project. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| **001121060** | **Scrum master, Designer** | 1000740@daffodil.ac |
| **001121092** | **Analyst** | 1000519@daffodil.ac |
| **001121096** | **Developer** | 1000857@daffodil.ac |
| **001121804** | **Tester** | 1000740@daffodil.ac |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Recheck and update about the previous sprint. | 10 Minutes |
| 2. Discussion on project deliverable task. | 40 Minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| **Discussion 1:** Discussion and check previous sprint. | Successfully completed previous 2 sprint. | Creating a repository and upload all important file will be managed by Scrum Master. |
| **Discussion 2:** For next 2 sprint discussion on assign each member responsibility. | Each person will perform on specific necessary task to make successful these sprint. | Team members will make presentation scree cast with panapto. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 24-SEP-2020 | **Time:** | 11.00 PM | **Location:** | DIA |
| Objective: | Identify university website for build and discussion about work strategy. | | | | | |

**MEETING MINUTES - 04**

| **Meeting/Project Name:** | ICM GROUP TASK | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 24-SEP-2020 | **Time:** | 11.00 PM |
| **Meeting Facilitator:** |  | **Location:** | DIA |

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| 1. Meeting Objective |
| Identify university website for build and discussion about work strategy. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| **001121060** | **Scrum master, Designer** | 1000740@daffodil.ac |
| **001121092** | **Analyst** | 1000519@daffodil.ac |
| **001121096** | **Developer** | 1000857@daffodil.ac |
| **001121804** | **Tester** | 1000740@daffodil.ac |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Recheck and update about the previous sprint. | 10 Minutes |
| 2. Discussion on choose site and work strategy | 40 Minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| **Discussion 1:** Discussion and check previous sprint. | Successfully completed previous 2 sprint. | We chose a site for development. |
| **Discussion 2:** For next 2 sprint discussion on Identify website and work strategy. | Each member’s of the team discuss on which site we will develop and how it will implement. | Every team member will be performed. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | **28-SEP-2020** | **Time:** | **11.00 PM** | **Location:** | DIA |
| Objective: | Discussion about final product, requirement, user stories and product backlog. | | | | | |

**MEETING MINUTES - 05**

| **Meeting/Project Name:** | ICM GROUP TASK | | |
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| **Date of Meeting:** (MM/DD/YYYY) | **28-SEP-2020** | **Time:** | 11.00 PM |
| **Meeting Facilitator:** |  | **Location:** | DIA |

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| 1. Meeting Objective |
| Discussion about final product, requirement, user stories and product backlog. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| **001121060** | **Scrum master, Designer** | 1000740@daffodil.ac |
| **001121092** | **Analyst** | 1000519@daffodil.ac |
| **001121096** | **Developer** | 1000857@daffodil.ac |
| **001121804** | **Tester** | 1000740@daffodil.ac |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Recheck and update about the previous sprint. | 10 Minutes |
| 2. Discussion on product, requirement, user stories and product backlog. | 40 Minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| **Discussion 1:** Discussion and check previous sprint. | Successfully completed previous 2 sprint. | Started working with product backlog. |
| **Discussion 2:** For next 2 sprint discussion on product, requirement, user stories and product backlog. | Discussion about will be the final product. Understanding product requirements and user stories. Discussed about product backlog with the team members. | Scrum master will create product backlog, analyst will create user stories. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | **01-OCT-2020** | **Time:** | **11.00 PM** | **Location:** | DIA |
| Objective: | Start to work on first product backlog and time estimate. | | | | | |

**MEETING MINUTES - 06**

| **Meeting/Project Name:** | ICM GROUP TASK | | |
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| **Date of Meeting:** (MM/DD/YYYY) | **01-OCT-2020** | **Time:** | 11.00 PM |
| **Meeting Facilitator:** |  | **Location:** | DIA |

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| 1. Meeting Objective |
| Start to work on first product backlog and time estimate. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| **001121060** | **Scrum master, Designer** | 1000740@daffodil.ac |
| **001121092** | **Analyst** | 1000519@daffodil.ac |
| **001121096** | **Developer** | 1000857@daffodil.ac |
| **001121804** | **Tester** | 1000740@daffodil.ac |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Recheck and update about the previous sprint. | 10 Minutes |
| 2. Discussion on first product backlog and time estimate. | 40 Minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| **Discussion 1:** Discussion and check previous sprint. | Successfully completed previous 2 sprint. | Tracking progress of the first backlog. |
| **Discussion 2:** For next 2 sprint work on product backlog. | Discussed on first product backlog, its requirements and how many times to required to developed. | Every team member will be performed. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | **04-OCT-2020** | **Time:** | **11.00 PM** | **Location:** | DIA |
| Objective: | Discussion and start second product backlog. | | | | | |

**MEETING MINUTES - 07**

| **Meeting/Project Name:** | ICM GROUP TASK | | |
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| **Date of Meeting:** (MM/DD/YYYY) | **04-OCT-2020** | **Time:** | 11.00 PM |
| **Meeting Facilitator:** |  | **Location:** | DIA |

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| 1. Meeting Objective |
| Discussion and start second product backlog. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| **001121060** | **Scrum master, Designer** | 1000740@daffodil.ac |
| **001121092** | **Analyst** | 1000519@daffodil.ac |
| **001121096** | **Developer** | 1000857@daffodil.ac |
| **001121804** | **Tester** | 1000740@daffodil.ac |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Recheck and update about the previous sprint. | 10 Minutes |
| 2. Discussion on second product backlog and time estimate. | 40 Minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| **Discussion 1:** Discussion and check previous sprint. | Successfully completed previous 2 sprint. Evaluated the 1st product backlog. | Tracking progress of the second backlog. |
| **Discussion 2:** For next 2 sprint discussion on second product backlog. | First backlog fulfills the requirements. Discussion on second product backlog. | Every team member will be performed. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | **08-OCT-2020** | **Time:** | **11:00 PM** | **Location:** | DIA |
| Objective: | Discussion and start third product backlog. | | | | | |

**MEETING MINUTES - 08**

| **Meeting/Project Name:** | ICM GROUP TASK | | |
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| **Date of Meeting:** (MM/DD/YYYY) | **08-OCT-2020** | **Time:** | 11.00 PM |
| **Meeting Facilitator:** |  | **Location:** | DIA |

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| 1. Meeting Objective |
| Discussion and start third product backlog. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| **001121060** | **Scrum master, Designer** | 1000740@daffodil.ac |
| **001121092** | **Analyst** | 1000519@daffodil.ac |
| **001121096** | **Developer** | 1000857@daffodil.ac |
| **001121804** | **Tester** | 1000740@daffodil.ac |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Recheck and update about the previous sprint. | 10 Minutes |
| 2. Discussion on third product backlog and time estimate. | 40 Minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| **Discussion 1:** Discussion and check previous sprint. | Successfully completed previous 2 sprint. Evaluated the 2nd product backlog. | Tracking progress of the third backlog. |
| **Discussion 2:** For next 2 sprint discussion on third product backlog. | Second backlog fulfills the requirements. Discussion on third product backlog. | Every team member will be performed. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | **12-OCT-2020** | **Time:** | **11.00 PM** | **Location:** | DIA |
| Objective: | Discussion and start fourth product backlog. | | | | | |

**MEETING MINUTES - 09**

| **Meeting/Project Name:** | ICM GROUP TASK | | |
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| **Date of Meeting:** (MM/DD/YYYY) | **12-OCT-2020** | **Time:** | 11.00 PM |
| **Meeting Facilitator:** |  | **Location:** | DIA |

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| 1. Meeting Objective |
| Discussion and start fourth product backlog. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| **001121060** | **Scrum master, Designer** | 1000740@daffodil.ac |
| **001121092** | **Analyst** | 1000519@daffodil.ac |
| **001121096** | **Developer** | 1000857@daffodil.ac |
| **001121804** | **Tester** | 1000740@daffodil.ac |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Recheck and update about the previous sprint. | 10 Minutes |
| 2. Discussion on fourth product backlog and time estimate. | 40 Minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| **Discussion 1:** Discussion and check previous sprint. | Successfully completed previous 2 sprint. Evaluated the 3nd product backlog. | Tracking progress of the fourth backlog. |
| **Discussion 2:** For next 2 sprint discussion on fourth product backlog. | Third backlog fulfills the requirements. Discussion on fourth product backlog. | Every team member will be performed. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | **14-OCT-2020** | **Time:** | **11:00 PM** | **Location:** | DIA |
| Objective: | Discussion and start five product backlog. | | | | | |

**MEETING MINUTES - 10**

| **Meeting/Project Name:** | ICM GROUP TASK | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 14-OCT-2020 | **Time:** | 11.00 PM |
| **Meeting Facilitator:** |  | **Location:** | DIA |

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| 1. Meeting Objective |
| Discussion and start fifth product backlog. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| **001121060** | **Scrum master, Designer** | 1000740@daffodil.ac |
| **001121092** | **Analyst** | 1000519@daffodil.ac |
| **001121096** | **Developer** | 1000857@daffodil.ac |
| **001121804** | **Tester** | 1000740@daffodil.ac |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Recheck and update about the previous sprint. | 10 Minutes |
| 2. Discussion on fifth product backlog and time estimate. | 40 Minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| **Discussion 1:** Discussion and check previous sprint. | Successfully completed previous 2 sprint. Evaluated the 4th product backlog. | Tracking progress of the fifth backlog. |
| **Discussion 2:** For next 2 sprint discussion on fifth product backlog. | Third backlog fulfills the requirements. Discussion on fifth product backlog. | Every team member will be performed. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | **16-OCT-2020** | **Time:** | **11:00 PM** | **Location:** | DIA |
| Objective: | Discussion and start sixth product backlog. | | | | | |

**MEETING MINUTES - 11**

| **Meeting/Project Name:** | ICM GROUP TASK | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 16-OCT-2020 | **Time:** | 11.00 PM |
| **Meeting Facilitator:** |  | **Location:** | DIA |

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| 1. Meeting Objective |
| Discussion and start sixth product backlog. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| **001121060** | **Scrum master, Designer** | 1000740@daffodil.ac |
| **001121092** | **Analyst** | 1000519@daffodil.ac |
| **001121096** | **Developer** | 1000857@daffodil.ac |
| **001121804** | **Tester** | 1000740@daffodil.ac |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Recheck and update about the previous sprint. | 10 Minutes |
| 2. Discussion on sixth product backlog and time estimate. | 40 Minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| **Discussion 1:** Discussion and check previous sprint. | Successfully completed previous 2 sprint. Evaluated the 5th product backlog. | Tracking progress of the sixth backlog. |
| **Discussion 2:** For next 2 sprint discussion on fifth product backlog. | Third backlog fulfills the requirements. Discussion on sixth product backlog. | Every team member will be performed. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | **20-OCT-2020** | **Time:** | **11:00 PM** | **Location:** | DIA |
| Objective: | Discussion and start seventh product backlog. | | | | | |

**MEETING MINUTES - 12**

| **Meeting/Project Name:** | ICM GROUP TASK | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 20-OCT-2020 | **Time:** | 11.00 PM |
| **Meeting Facilitator:** |  | **Location:** | DIA |

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| 1. Meeting Objective |
| Discussion and start seventh product backlog. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| **001121060** | **Scrum master, Designer** | 1000740@daffodil.ac |
| **001121092** | **Analyst** | 1000519@daffodil.ac |
| **001121096** | **Developer** | 1000857@daffodil.ac |
| **001121804** | **Tester** | 1000740@daffodil.ac |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Recheck and update about the previous sprint. | 10 Minutes |
| 2. Discussion on seventh product backlog and time estimate. | 40 Minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| **Discussion 1:** Discussion and check previous sprint. | Successfully completed previous 2 sprint. Evaluated the 6th product backlog. | Tracking progress of the seventh backlog. |
| **Discussion 2:** For next 2 sprint discussion on fifth product backlog. | Third backlog fulfills the requirements. Discussion on seventh product backlog. | Every team member will be performed. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | **24-OCT-2020** | **Time:** | **11:00 PM** | **Location:** | DIA |
| Objective: | Final evaluation of the product. | | | | | |

**MEETING MINUTES - 13**

| **Meeting/Project Name:** | ICM GROUP TASK | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 24-OCT-2020 | **Time:** | 11.00 PM |
| **Meeting Facilitator:** |  | **Location:** | DIA |

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| 1. Meeting Objective |
| Final evaluation of the product. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| **001121060** | **Scrum master, Designer** | 1000740@daffodil.ac |
| **001121092** | **Analyst** | 1000519@daffodil.ac |
| **001121096** | **Developer** | 1000857@daffodil.ac |
| **001121804** | **Tester** | 1000740@daffodil.ac |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Recheck and update about the previous sprint. | 10 Minutes |
| 2. Discussion on final product after build. | 40 Minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| **Discussion 1:** Discussion and check previous sprint. | Successfully completed previous 2 sprint. Evaluated the 7th product backlog. |  |
| **Discussion 2:** Discussion on final product after build. | Evaluated all the features and requirements of the developed product. | Every team member will evaluate the products. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | **24-OCT-2020** | **Time:** | **11:00 PM** | **Location:** | DIA |
| Objective: | Thank you. | | | | | |

**Total Minutes: 00 Mintues**